

INSTRUCTIONS  
FOR FILING A BILL OF COSTS

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A request for costs must be submitted on this form and received by the Clerk within 14 days of judgment. Fed. R. App. P. 39(d)(1) and 3<sup>rd</sup> Cir. LAR 39.4(b). A motion for leave to file out of time showing good cause must be submitted with any untimely bill of costs. Any opposition to the bill of cost must be filed within 10 days from the date of service of the bill of costs, unless the Court extends the time. The taxation of costs is governed by Fed. R. App. P. 39 and 3<sup>rd</sup> Cir. LAR 39; See also, 3<sup>rd</sup> Cir. LAR 28.1(a)(iii), 30.5 and Misc. 107.4. All rules are available on this Court's website [www.ca3.uscourts.gov](http://www.ca3.uscourts.gov). Third Cir. LAR 39 sets forth the maximum number of copies and rates and are summarized below.

Number of Copies:

- Briefs            Costs will be allowed for ten (10) copies of each brief plus two (2) copies for each party separately represented, unless the Court shall direct a greater number of briefs to be filed.
- Appendices     Costs will be allowed for four (4) copies of the Appendix plus one (1) copy for each party separately represented, unless the Court shall direct a greater number of appendices to be filed.

Costs: In taxing costs for printed or photocopied briefs and appendices, the Clerk shall tax costs at the following rates, or at the actual cost, whichever is less, depending upon the manner of reproduction or photocopying:

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Other Costs. No other costs associated with briefs and appendices, including the costs of typing, word processing, and preparation of tables and footnotes, shall be allowed for purposes of taxation of costs.

In the event that a party corrects deficiencies pursuant to 3<sup>rd</sup> Cir. LAR Misc. 107.3, costs incurred in order to bring the document into compliance will not be allowed.